

## AFFORDABLE HOUSING PROGRAM WAITING LIST POLICY

A "Waiting List" (form RS-23ahp) must be maintained for all City of Albuquerque Affordable Housing Program Applicants including those "in-house" residents that income qualify for the program and who have completed an "Affordable Housing Application". Please also refer to the specific policy guidelines found in the City of Albuquerque Policy Handbook for additional information regarding applications.

Applicants/Residents will qualify for the program if the household's "**gross**" income level falls between the 30% and the 50% Albuquerque MSA HUD income limit that is updated annually. Income limits are based on "household" size including "unborn" children.

### WAITING LIST FORMAT:

The "Waiting List" will be kept in a legal sized binder and will be separated by bedroom size requested by the Applicant. The "Waiting List" can never be destroyed, purged or re-written. Auditors will be checking for this information.

The Waiting List is maintained in strict chronological order by date and time regardless of preference, income level or unit type.

NOTE: A copy of the HUD Income Limits for "each" year must be kept with the Waiting List as a reference to income eligibility circumstances at the time of the application.

***The information listed on the "Waiting List" must be identical to the information listed on the Affordable Housing Rental Application for Priority Code, Program Type, Income Level, Bedroom size, etc.***

### PREFERENCES:

#1. Current in-house residents that income qualify for the program will have a preference for an Affordable Housing "slot" over other Applicants on the active Waiting List. If there are no in-house residents that need an Affordable Program slot, a waiting Applicant can be chosen from the Waiting List, screened per company and program policy, and moved in if there is an available apartment.

#2. All other Applicant who are income qualified. Note: Final eligibility for residency is not assessed at this time.

**NOTE:** An Applicant may have more than 1 (one) code or preference. For example: Applicant has a #2 priority and the Unit Type required or requested is "Handicap Accessible" (H) unit. This person would have a priority "higher" than just #2 if the vacant unit you are trying to fill was an Accessible unit.

NOTIFYING APPLICANTS: (Includes in-house qualified residents.)

Applicants will be sent a “Notice of Status of Application” (form RS-30ahp) within 10 days of receipt of the application to inform them that they have been added to the “Waiting List”. In-house residents must also receive an RS-30ahp regarding their Affordable Housing status.

In addition it is **mandatory** that a copy of each and every RS-30ahp produced for an Applicant e attached to the appropriate application and noted on the “Waiting List”.

**NOTE:** An Applicant’s status can change at any time. It is up to the Applicant to inform Management of these changes. Remember that an RS-30ahp must be sent anytime the “Waiting List” status changes: to update household information, to renew the application after 12 months, to pre-screen, to remove from the ““Waiting List””, etc., even if you notify them by telephone first. Every application will have *at least 2 (two)* RS-30ahp forms.

REMOVAL FROM THE WAITING LIST: (Includes in-house program Applicants.)

Once an Applicant has been placed on the Waiting List, he/she can only be removed under the following circumstances and then “color coded” as appropriate per the chart below:

1. Failure of the Applicant to renew the active status of the application every 12 months.
2. Voluntary withdrawal of the application by the Applicant.
3. If an in-house resident that applied for the Program has vacated the premises and is no longer interested.
4. Inability of Management to contact the Applicant.
5. The Applicant’s refusal of a unit. NOTE: 2 refusals are allowed before the application will be removed from the Waiting List.
6. Failure to comply with Management’s requests for information, including by not limited to: household composition, household identification, social security numbers, income and assets, special unit type requirements, etc.
7. Failure of the Applicant to meet the “Screening Process” policy in regard to “Eligibility Criteria”, “Occupancy Standards”, and “Lease Compliance Standards”.
8. Applicant meets/passes the requirements in the “Screening Process” policy and moves in. Or, an in house resident is assigned and accepts the Affordable Slot.

**NOTE:** In all cases of removal from the Waiting List, the Applicant will be mailed, within 10 days, a “Notice of Status of Application” (RS-30ahp) stating the reason for removal. A photocopy of this notice must be attached to the application in the Applicant’s file.

RECORD-KEEPING:

The Applicant’s file should be available for review by the Applicant upon request or by a third party who provides the Applicant’s signed authorization for access. This does not apply to the credit/criminal report supplied by the reporting or verifying agency.

A photocopy of the “Waiting List” page will be placed with the original application for each of the following actions: in the resident file at move in; for in-house residents being assigned to Affordable Housing; and for Dead and Rejected applications. This will serve as a reference during audits and will ensure compliance with company and government requirements.

### COLOR CODING THE WAITING LIST

Property Managers will use the color codes below to properly maintain the property's Waiting List:

	Highlight ,circle entire row in <b>Green</b> when an Applicant has moved into a unit, include for unit transfers as well.
	Highlight ,circle entire row in <b>Orange</b> when an Applicant has been "Rejected" per company Screening policy.
	Highlight, circle entire row in <b>Yellow</b> if Applicant has been "Dead Filed" due to expired application, found other housing, refused apartment , etc.